Commonwealth of Virginia
Council on Technology Services

EXECUTIVE COMMITTEE

DRAFT MINUTES

Monday, September 9, 2002
Department of Information Technology Executive Conference Room
2:00 p.m. – 4:00 p.m.

ATTENDANCE

Members:

Ray Davis (Department of Game and Inland Fisheries); David Molchany (County of Fairfax); Jerry Simonoff (Department of Technology Planning); David Sullivan (City of Virginia Beach)

Staff:

Jenny Hunter (Executive Director)

Presenters, Guests, and Representatives:

Judy Marchand (Department of Technology Planning); Jennifer Schreck (Auditor of Public Accounts); Catherine Stark (EDS); Mary Zdanius (Gateway); Dan Ziomek (Department of Technology Planning)

MEETING OBJECTIVES

The primary objective of the COTS Executive Committee meeting is to discuss the organization of COTS Workgroups around the six areas of recommendations posed by the Secretary of Technology and discuss the Commonwealth Technology Management Policy draft.

WELCOME AND OPENING REMARKS

COTS Executive Chairman David Molchany called the meeting to order at 2:05 p.m., and thanked everyone for coming.

APPROVAL OF MINUTES

Ms. Hunter introduced the minutes from the July 8 meeting. The minutes were approved unanimously and will be posted to the COTS website at www.cots.state.va.us.

COMMONWEALTH TECHNOLOGY MANAGEMENT (CTM) POLICY DRAFT

Jerry Simonoff provided a handout with all comments and feedback received on the Commonwealth Technology Management Policy.   Mr. Simonoff indicated that the Department of Technology Planning used the feedback to correct errors and make clarifications. Other comments were considered and not accepted because they were not in line with the technology strategic plan. Mr. Simonoff will review the comments and policy with Secretary Newstrom prior to the release. He thanked the members for their feedback and support of the policy.

Mr. Molchany asked whether a portfolio manager would be designated at DTP full time. Mr. Simonoff indicated a consistent source of funding is needed and is working with the Technology Investment Fund. Mr. Molchany asked whether project managers will have to be certified by the state. Mr. Simonoff stated that DTP is developing a project management manual. Discussions about a certification program are open, and will be followed up on at the end of the current fiscal year.

David Sullivan noted that the local view of the CTM is different than the state view. Local government views Social Services and the Courts as "enterprise." The state, however, views them as departmental/agency initiatives. Thus, it is impossible for local government to have an e-plan because each agency is autonomous. Mr. Simonoff said it is important to look at vertical integration, not just horizontal integration.

COTS WORKGROUP ORGANIZATION

Ms. Hunter introduced the discussion on COTS Workgroup Organization in light of the upcoming strategic plan release. Using a presentation delivered to the Chief Information Officer Advisory Board on July 31 as a basis for its recommendations, the Executive Committee proposed the following actions:

<u>Commonwealth Enterprise Systems Workgroup</u>: No changes. A chairperson is needed, as former COTS member Bernie Hill is now the primary staff person.

<u>Communications Workgroup</u>: The Communications Workgroup will be reconstituted and chartered to function as the Change Management Support Workgroup. The new Workgroup will support the change management and communications activities for all plan initiatives.

<u>Digital Signatures Implementation Workgroup</u>: The DSI Workgroup has completed its tasks and is recommended to merge with the Privacy, Security and Access Workgroup to form the Security Workgroup.

<u>Enterprise Architecture Workgroup</u>: In order to speed up the development and deployment of the enterprise architecture for the Commonwealth, the Enterprise Architecture Workgroup would no longer be a COTS Workgroup but a focus group for the Department of Technology Planning. DTP will develop the remaining six architecture domains with input from the focus group.

<u>IT Recruitment and Retention Workgroup</u>: The IT R&R Workgroup will become temporarily inactive and called back into service as needed in the future.

<u>Privacy, Security and Access Workgroup</u>: The PSA Workgroup will merge with the Digital Signatures Implementation Workgroup to form the Security Workgroup.

<u>Seat Management Workgroup</u>: Similar to the Enterprise Architecture Workgroup, the Seat Management Workgroup will serve as a focus group to the Department of Information Technology and no longer function as a COTS Workgroup.

<u>State and Local Application & Network Integration Workgroup</u>: The SLANI Workgroup will combine with the Web Services Workgroup to form the new Internet Services Workgroup that will focus on increased online services and the customer-facing Internet portal.

<u>Technology Management Workgroup</u>: No changes. Secretary Newstrom is reviewing revised charter.

<u>Telecommunications and Voice-Over IP Workgroup</u>: The Telecomm and VOIP Workgroup will transition to a focus group for the Department of Information Technology.

<u>Web Services Workgroup</u>: The Web Services Workgroup is scheduled to sunset on September 24 following its final report to the Council on the feasibility of Web Services in the Commonwealth. The Web Services Workgroup will merge with the SLANI Workgroup to form the new Internet Services Workgroup.

Mr. Molchany will provide the update on Workgroup organization at the September 24 COTS meeting.

COTS AGENDA FOR SEPTEMBER 24

The primary focus of the September 24 Council meeting is the release of the Commonwealth of Virginia strategic plan for technology and a briefing by the Secretary of Technology. The Web Services Workgroup will provide its final report and recommendations on the feasibility of Web Services in the Commonwealth. The COTS meeting will be held jointly with the Chief Information Officer Advisory Board at Virginia Military Institute on September 24. Members are invited to eat lunch at 12 noon and the meeting commences at 1 p.m.

COVITS UPDATE

Ms. Hunter provided an update on the Commonwealth of Virginia Information Technology Symposium (COVITS) 2002 to take place at Virginia Military Institute on September 24 through the 26th. Keynote speakers include Governor Warner, Secretary Newstrom, P.K. Agarwal, and Steve Kolodney. Thomas Jefferson (as portrayed by Clay Jenkinson) will appear at the kickoff reception on September 24. Despite the budget shortfalls, attendance is expected to be 650 at a minimum. Ms. Hunter encouraged everyone to visit the COVITS website at www.covits.org for updated information and a list of who's registered.

David Sullivan agreed to contact John Eagle to arrange for a Virginia Local Government IT Executives (VaLGITE) meeting at COVITS. Col. Don Samdahl has agreed to host the meeting at Virginia Military Institute.

NEW BUSINESS/PUBLIC DISCUSSION/CLOSING REMARKS

Ms. Hunter said the Governor had selected seven new members to COTS to replace vacancies. Ms. Hunter will send the list of new members by e-mail once the announcement from the Governor's Office is released.

The Education Sector Workgroup will meet on September 24 at Virginia Military Institute

to discuss recommendations for colleges and universities in parallel with the strategic plan for technology. Secretary Newstrom will provide opening remarks and answer questions at the start of the meeting.

ADJOURN

Ms. Hunter thanked everyone for coming and adjourned the meeting at 4:00 p.m.

Respectfully Submitted

Jennifer W. Hunter

Executive Director

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